



# PURCHASING UPDATE

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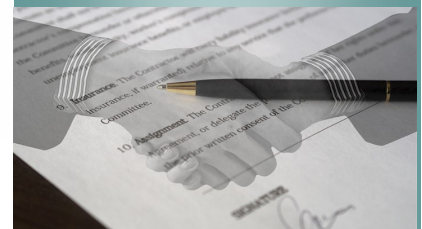
## Fresh Produce Contract AR2813

By Nikki Sanchez & Tara Eutsler

Based on solicitation NS18028-1, the Division of Purchasing awarded Fresh Produce State Cooperative Contract AR2813. This contract has delivery to any location within the State of Utah and does not have a minimum order requirement.

The Fresh Produce Contract is an AR contract which means that authorization is required prior to contract use. While the standard AR contract only requires authorization by the State of Utah departments, this contract requires prior authorization by any political subdivision (colleges, universities, school districts, charter school, special service districts, cities and counties, etc.) that wants to utilize the contract. The authorization consists of completing a simple form that includes intent to use and contact information. The form can be obtained by emailing, the Purchasing Contract Administrator, Nikki Sanchez, [nsanchez@utah.gov](mailto:nsanchez@utah.gov). When deemed necessary and at the Purchasing Contract Administrator's request, a division within a state department or a subdivision of an entity will be required to complete their own approval form. Entities that have completed the required authorization process will be added to the approved buyer list that is supplied to Nicholas and Company, the contracted vendor. Per the solicitation, Nicholas is required to check that end users have been approved by the Purchasing Contract Administrator prior to taking orders and making deliveries from this contract.

Any questions concerning use of this contract should be directed to Nikki Sanchez, [nsanchez@utah.gov](mailto:nsanchez@utah.gov).



Negotiation

# New ACWESPP form for Conferences & Trainings

By Tara Eutsler

The Utah Division of Purchasing has created the form, *Award of a Contract without Engaging in a Standard Procurement Process Form (ACWESPP) for Conferences and Outside Trainings paid by P-Card*. This new form is the last document list on the solicitation tab of the [Division's Forms webpage](#).

As the name implies, the new ACWESPP for *Conferences and Outside Trainings paid by P-Card* can only be used when an agency will be paying with a P-Card and only if the conference/training meets qualification for the non-standard procurement process outlined in the Procurement Code 63G-6a Part 8 and Administrative Rule R33-8. The form may not be used for any purpose other than Conferences/Trainings and may not be used if the agency wants to use a check for payment.

There are a couple benefits to using the new form. First, no RQS approval process is required for this form which can speed the approval process; however, as there is no digital approval, the form must be wet-signed by an individual from the agency with signature authority. The second benefit is that there is no need to create a vendor in FINET. That means no W-9 is needed.

## The Process for the New Form

When sending the new form to the Utah Division of Purchasing, agencies are to email the *ACWESPP for Conferences and Outside Trainings paid by P-Card* and backup documentation to [purchasingsolicitations@utah.gov](mailto:purchasingsolicitations@utah.gov), include the department number and "Conference payment by P-Card" as the email's subject. The signed document will be returned to the individual listed in the ACWESPP form

As a purchase cannot be made prior to receiving an authorized procurement signature, a conference/training payment cannot be made prior to the date that the Division of Purchasing management signs the ACWESPP. If payment on the P-Card is made prior to the signed date by the Division of Purchasing, there should be an audit finding as the procurement was completed without authorization.

A copy of this signed *Award of Contract without Engaging in a Standard Procurement Process Request Form* must be attached to the P-Card Monthly Log as verification that the procurement was authorized.

Type of Conference/Training	Procurement Process/Policy
Government Entities or Professional Organizational conferences	These can be exempt from Procurement Code. Review the Utah <a href="#">Division of Purchasing Policy #18</a> for specifics.
Conference/training less than \$1,000/person & total registration costs is less than \$5,000	Small purchase no-quotes required process
Conference/training more than \$1,000/person & total registration costs is less than \$5,000	1) Agency can collect quotes (R33-4-110 & R33-5-107); 2) ACWESPP for Conferences & Training, if appropriate and when paying by P-Card; or 3) ACWESPP, if appropriate and paying by Check
Conference/training more than \$1,000/person & total registration costs is more than \$5,000	1) Utah Division of Purchasing can collect quotes (R33-4-110 & R33-5-107); 2) ACWESPP for Conferences & Training, if appropriate and when paying by P-Card; or 3) ACWESPP, if appropriate and paying by Check

# Payments for Purchases from State Cooperative Contracts

By Amy Gerrard

Vendor payments are established by policies and procedures established by the Utah Division of Finance and, to a lesser extent, by the Utah Division of Purchasing. Many of the State Cooperative Contracts indicate that State agencies are required to place orders directly with the vendor by creating a PRC in Finet. This requirement was based on the policies and procedures established at the time Finet went into effect.

During the subsequent years, the Division of Finance has updated their policies and procedures to allow State agencies to use either a PRC or GMA in Finet for vendor payments for purchases from State Cooperative Contracts. While this wording

has not been integrated into the summary documents of the State Cooperative Contracts, the Finance policy applies. Agencies may use either a DO to PRC, a PRC, or a GMA to make payments on purchases from a State Cooperative Contract. The preference by the Division of Purchasing is the use of a PRC, with or without a DO, whenever possible in order to effectively track payments against the contract in Finet and Data Warehouse.

To read the State of Utah, Division of Finance Policies for Purchasing, click [this link](#). Click the 04 Purchasing folder. View the PDF in 04 00 Overview folder and in the 04 02 Master Agreements folder.

## Save the Dates PEP Seminars

The Procurement Education Partnership Seminars are held from 9 AM—4 PM on the Capitol Hill Complex.

March 22, 2018

June 21, 2018

September 6, 2018  
(new)

December 6, 2018  
(new)

## Procurement Education Partnership Seminar March 22, 2018

Thank you for the overwhelming response to the March 22, 2018 PEP Seminar registration. The on-line registration has closed at this time due to capacity. Those who would like to be added to the waiting list for the seminar should reach out to Tara Eutsler [teutsler@utah.gov](mailto:teutsler@utah.gov).

Individuals who would like to attend the PEP Seminar via our webinar can register at [this link](#). Information about how to attend will be sent via email a few days prior to event.

If you previously registered and are now unable to attend, please contact Tara [teutsler@utah.gov](mailto:teutsler@utah.gov) to release your spot to another. If you do not know if you registered, I recommend a search of your email for “Google Forms” or “Procurement Education Partnership Seminar” since February 6. If you are registered, you should find the response from Google Forms.

The Utah Division of Purchasing is recognized as one of the best managed public procurement agencies in the nation. Annually, the division manages over \$2.0 billion in public spend for goods and services. State Purchasing manages over 800 cooperative contracts for goods and services used by state agencies, local governments and educational entities across the State. Cooperative contracting brings together the buying power of all government entities resulting in lower prices through volume discounts, higher quality goods and services, and stronger contract terms and conditions.

## Welcome New Employees & Farewell

The Division of Purchasing welcomes David Bundy and Angela Carlisle to the team as contract analysts.

Angela Carlisle holds a Juris Doctor from Creighton University School of Law and a B.S. in Sociology, with an emphasis in Courts and Criminal Corrections and Diversity, from the University of Utah. Prior to coming to State Purchasing she was a consumer bankruptcy attorney. In her free time, she enjoys reading, belly dancing, hiking, watching movies, and spending time with friends and family.

David Bundy received his Juris Doctor and Masters of Business Administration from Willamette University. He was previously employed by the Department of Technology Services where he also worked as a Contract Analyst. In his spare time he likes to chase after his toddler, travel, and enjoy the quiet moments after his toddler goes to bed.

Cody Garcia left the Division on February 16 to take a private sector job. We wish him the best.

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DIVISION OF  
PURCHASING & GENERAL  
SERVICES

## How to Receive the Purchasing Update Newsletter

Did you receive this newsletter from a co-worker? Do you want to receive the Purchasing Update directly? Please follow the appropriate steps below.

### (A) Individuals who have a State Google email account:

- Step 1: Enter into GROUPS in the State Google email account
- Step 2: In the new window's search field, type PURCHASING NEWSLETTER
- Step 3: Google will list the "Purchasing Newsletter" as a group. Select the group.
- Step 4: Click JOIN GROUP.
- Step 5: In the new window, click JOIN GROUP. The administrator will be informed of your request and approve it.

### (B) Individuals that do not have a State Google email account:

Please send an email to Tara Eutsler, [teutsler@utah.gov](mailto:teutsler@utah.gov).

# NEW State of Utah “Best Value” Cooperative Contracts

Ammunition	PD137	Salt Lake Wholesale	01/24/2018— 01/23/2023	
Fresh Produce (Pre-Authorization Required)	AR2813	Nicholas & Company	01/30/2018— 01/29/2023	All entities desiring to utilize this contract must contact Nikki Sanchez, contract administrator, at State Purchasing in order to facilitate authorization nsanchez@utah.gov
School Yearbook Publication Services	AV2328	Lifetouch National School Studio Inc	12/29/2017— 12/28/2022	
School Picture Services	AV2790	Blackburn Photographers Inc	12/19/2017- 12/18/2022	
School Picture Services	AV2791	Inter-State Studio & Publishing Company	12/19/2017- 12/18/2022	
Breast Pumps, Kits, Adaptors and Battery Packs (NASPO VP contract 01910)	MA2775	Hygeia II Medical Group	01/31/2018- 06/30/2018	
Computer Hardware, Peripherals, and Consumer Electronics – PC Stores	MA2482	IdentiSys, Inc	01/01/2018— 12/31/2022	Multiple award, read contract for details
Computer Hardware, Peripherals, and Consumer Electronics – PC Stores	MA2778	Audio Enhancement, Inc	01/01/2018— 12/31/2022	Multiple award, read contract for details
Cloud Solutions	AR2480	DLT Solutions	09/30/2016- 09/15/2026	
MEDICAL, HOSPITAL AND PERSONAL CARE ITEMS (MMCAP)	MA310	McKesson Medical-Surgical	Thru 08/28/2018	



## Extended State of Utah “Best Value Cooperative Contracts

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
TRAINING SERVICES-DESKTOP APPLICATIONS (CLASSROOM INSTRUCTION & WEB BASE TRAINING) ADOBE, ICROSOFT, NOVELL, PLUS SPECIALIZED COURSES AS INDICATED ON PRICING SHEET.	MA605	Expand Learning Solutions	Thru 03/09/2018	
TRAINING SERVICES-DESKTOP APPLICATIONS (CLASSROOM INSTRUCTION & WEB BASE TRAINING) ADOBE, ICROSOFT, NOVELL, PLUS SPECIALIZED COURSES AS INDICATED ON PRICING SHEET.	MA1453	Computer Learning Centers of Utah, LLC	Thru 03/09/2018	
Communication Services-Line Ethernet, MPLS, VPN, High Speed Internet Access, SIP Internet, SIP other, Flat Business Line, Flat Business Trunk, ISDNPRI, Private Line DSI, Long Distance, Toll Free, Calling Card Directory Assistance and Service MRCs.	MA108	CenturyLink QC	Thru 05/17/2018	
Body Armor (NASPO ValuePoint)	MA1531	Point Blank Enterprises	Thru 03/15/2019	
	MA1009	Safariland, LLC	Thru 03/15/2019	
	MA1546	G H Armor Systems, Inc	Thru 03/15/2019	
	MA1874	US Armor Corporation	MA1874 03/15/2019	
	MA141	Survival Armor Inc	03/21/2016- 03/15/2019	



## Extended State of Utah “Best Value Cooperative Contracts

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
On-Line Computer Application Training	MA358	Plural Sight	Thru 03/09/2018	
OFFICE FURNITURE (Systems and Accessories, Desks, Tables, Seating, Filing, Storage, Case-Goods)	MA144	Midwest Commercial Interiors (Authorized dealer for Steelcase)	Thru 04/29/2018	
OFFICE FURNITURE (Systems and Accessories, Desks, Tables, Seating, Filing, Storage, Case-Goods)	MA145	The Hon Company	Thru 04/29/2018	
OFFICE FURNITURE (Systems and Accessories, Desks, Tables, Seating, Filing, Storage, Case-Goods)	MA146	Henriksen/Butler Design Group (Authorized dealer for Herman Miller)	Thru 04/29/2018	
OFFICE FURNITURE (Systems and Accessories, Desks, Tables, Seating, Filing, Storage, Case-Goods)	MA147	Allsteel Inc	Thru 04/29/2018	
Mobile Communications Components	MA158	Talley Inc	Thru 04/24/2018	

## Expired or Canceled State of Utah “Best Value Cooperative Contracts

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
<p>Prior to purchase, end users must check the contract online to determine if a contract is still active. As part of our SUCCESS initiative, the contracts expire and automatically are removed from the search engine. Agencies are responsible to check the Search Engine to determine if a contract is still active.</p> <p>State of Utah “Best Value” Cooperative Contracts Search Engine location:  <a href="http://purchasing.utah.gov/statecontractdirectory.html">http://purchasing.utah.gov/statecontractdirectory.html</a> </p>				